

Division Approved Flex Activities

Curriculum development
Course revision
Coordinating courses with those of other departments
Preparing courses being taught for the first time
Ongoing evaluation of courses, procedures and materials (other than required by program review)
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs used for instruction
Reviewing software for possible use in instruction
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Compiling course-related reading lists, bibliographies, etc.
Preparing display materials for classrooms, including experiments, demonstrations and audio-visual material
Reviewing textbooks and other materials for possible adoption
Designing new fieldtrips, field trip reconnaissance
Developing or revising lab exercises
Collecting samples for use in lab
Advising Student Clubs
Articulation
Visiting feeder high schools for articulation
Recruitment of new students
Coordinating and participating in Transfer Day activities
Developing, revising and implementing recruitment plans for part-time and full-time faculty
Preparing long-range department goals
Developing department bylaws and guidelines
Orienting new part-time faculty
Orienting new full-time faculty
Reviewing part-time faculty syllabi
Develop student job opportunities: part-time, co-op and full-time
Grant writing and fund-raising for programs
Developing, recruiting and coordinating guest speakers
Reviewing and updating library holdings in a subject area
Developing alternative counseling strategies
Division/ department retreats and workshops
Training new technicians
Developing computer software
Facilities planning for new building, remodeling or new equipment
Repair of scientific instruments
Designing or preparing statistical study or survey for students, faculty, staff and administrators
Design administrative strategies to enhance effectiveness/ program quality
Gratuitous service instruction
Representing the college as a guest speaker or lecturer for feeder schools/ community organizations
Meet with discipline experts in the community
Conducting conferences on campus for high school personnel, other colleges and the community
Department in-service activity related to new procedures or technology
Department in-service activity to meet changing institutional needs and goals

Any flex activity approved by the department of someone's discipline

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